

CONTRACT INFORMATION REQUIREMENTS

Copy of Liability insurance **must be forwarded during the process**
Contract process will take average 6-8 weeks minimum.

****IMPORTANT** The Liability Insurance MUST be available upon request****
Once all information is received process will begin.

Be sure to fill in ALL the blanks.

GROUP: Full Name of Your Club/ Association:		
CONTACT: Name:		
Address:		
City & Postal Code		
PHONE: Home:	Work:	Cell:
E-Mail Address:		
<u>INFORMATION ON YOUR ORGANIZATION</u> – Please provide as much information as possible.		
<u>INDICATE FACILITY AND LIST TYPE OF ACTIVITY REQUESTED:</u>		
START DATE:		END DATE:
START TIME:		END TIME:
LIST DATES IF NOT REQUIRED: You must be specific (ie: 21 May 08- Victoria Day)		
Proof of Liability Requirements **IMPORTANT** Copy of the Liability Insurance <u>MUST</u> be prepared for submission. Please consult with the Facilities Coordinator before committing the fee. Please do not commit your liability insurance unless you receive the base commander’s approval. The insurance must show the following: 1. Start & Expiry Dates 2. “This certificate is issued at the request of : “HIS MAJESTY THE KING IN RIGHT OF CANADA” 3. <u>MUST</u> show the correct name of the Insured, 4. Location and Operations to which this certificate applies <u>MUST</u> name the facility requested ie: CFB Esquimalt Wurtele Arena / Naden Athletic Centre – Gymnasium / Pool / Colville Sports Field 5. Policy: <u>MUST</u> be a minimum of \$ 2,000,000.00 Liability		
Payment Requirements 1. Unless otherwise indicated payment must be made in the form of a cheque made payable to “RECEIVER GENERAL FOR CANADA” 2. Invoices \$5000 and less must be paid in full at commencement of the contract unless otherwise indicated. 3. Invoices over \$5000 will require a 50% payment at commencement of the contract and the remaining balance in the final month of the contract. 4. Please include invoice # and User Group name on cheque		

PLEASE FORWARD THIS COMPLETED FORM ASAP

Attention: Minako Gardner – Facilities Coordinator Naden Athletic Centre
E-Mail Address: Minako.Gardner@forces.gc.ca
If you require additional information please call: (250) 363-4213